

MASS POSTING ACCRUALS (PR-PER-3)

FEBRUARY 1999

VERSION (1.0)

MASS POSTING ACCRUALS

OVERVIEW

At the beginning of a designated accruals cycle, accruals may be globally posted. The Vacation/Sick Tables determine how many days will be allotted to each group of employees for the upcoming accrual period.

Accruals Posting may be performed ANY time during the Fiscal or Calendar Year (e.g., a district may choose to globally post an Accrual Type on a monthly basis).

- Accruals Posting is affected by the Method entered in the Vacation/Sick Tables. Only Method 10 is appropriate for global posting.
- Accruals earned via mass Accruals Posting are determined by amounts entered in the Vacation/Sick Tables.
- Employees with **NO** Accrual Record or with an accrual marked “Not Active” are skipped.
- Employees with **NO** Accrual Date on the record in Employee Accruals/Attendance are skipped.
- A mass Accruals Posting will create a Detail History record in Employee Accruals/Attendance for each employee.
- Limits are enforced during Accruals Posting as described in the Vacation/Sick Tables.

NOTE: *Year-end accrual processing will only recognize Codes 1 - 9.*

This document provides instructions for mass posting accruals. For an overview of accruals, refer to the appropriate section in the *Introduction to Payroll/Personnel* document in the **Overview** section.

NOTE: *This document does not address Accruals Processing within the Payroll Module.*

MASS POSTING ACCRUALS

To Mass Post Accruals in MUNIS, Select:

B) PAYROLL & PERSONNEL

D) End of Period Functions

A) End of Period Processing

C) Accruals Posting

The following screen is displayed:

Session	Edit	Commands	Settings	Help
ACCRUAL UPDATE				
Options: Define Output Exit				
Change report options				
Accrual Type	[2]	SICK		
Accrual Table	[1]	CERT SICK		
Anniversary Dates	From []	To []		
Location Range	From []	To [zzzz]		
Org Range	From []	To []		
Group/BU Range	From []	To [zzzz]		
Pay Frequency	[]	ALL PAY FREQUENCIES		
Accrual Effective Date	[11/15/1998]			

1. Select **Define** from the Ring Menu.

2. Enter the following details:

Field Name	Description
Accrual Type	Required. Accrual Type to process (e.g., Type 2 - Sick Leave). To process several Accrual Types, run the program multiple times.
Accrual Table	Optional. Accrual Table to process. If the field is left blank, ALL table records for the Accrual Type will be processed.
Anniversary Dates From/To	Optional. The program globally processes accruals ONLY for those Employees who have an Accrual Date on their records in Employee Accruals/ Attendance within the same Month/Year as the range entered. Leave this field blank to process ALL employees regardless of Anniversary Date.

Location Range From/To	Optional. Location range (starting and ending) must match Location from Employee Recurring Pay File records flagged Y for Base Pay. If employees have multiple Recurring Pay File records flagged Y for Base Pay, the program will use the record with the matching Job Class Code AND the lowest regular Pay Type. If an employee's location falls outside of this range, the employee will not be included in the process. Leave this field as defaulted to process ALL employees regardless of Location Range.
Group/BU Range From/To	Optional. Group/Bargaining Unit must match Group/BU from the Employee Recurring Pay File records flagged Y for Base Pay. If employees have multiple Recurring Pay File records flagged Y for Base Pay, the program will use the first record found with the matching Job Class Code AND the lowest regular Pay Type. Leave this field blank to process ALL employees regardless of Group/BU.
Pay Frequency	Optional. Pay frequency must match Pay Frequency code from the Employee Recurring Pay File. Leave this field blank to process ALL pay frequencies.
Accrual Effective Date	Required. Effective date of Accrual Posting defaults to today's date. For accruals in which length of service plays a role, the Effective Date is compared to the employee's Accrual Date to determine total months of service.

3. Press **ESC**.
4. Select **Output** to generate the Accrual Update Proof.
5. Review the proof, and respond to the prompt, **Do you wish to apply these updates?**

If you enter **Y** at the prompt, the Employee Accrual and Employee Accrual History records are updated; otherwise, enter **N** at the prompt and fix the records.

NOTE: *Run this step on all accrual types.*